



## 2010 Central PA Regional Business & Industry Expo

Thursday, November 4 - 1:30 p.m. - 6:30 p.m.

Bryce Jordan Center, State College, PA

### REGISTRATION FORM



Organization Name (As it Should Appear on Expo Material)

Contact Name

Address

City

State

Zip

Phone

Email

Chamber Affiliation: \* Blair County Chamber of Commerce

\* If your company is a member of more than one chamber, list the chamber with which you are most actively involved.

My company specializes in:

Type of food samples: (For Food Vendors Only)

See the attached pages for the rules & regulations for the Expo & the agreement form to be signed & returned. Registration form & Agreement form MUST be returned to the Chamber of Business & Industry of Centre County (CBICC) to complete the registration process.

**\* DEADLINE TO REGISTER - October 21, 2010 \***

#### Booth Information:

**10 x 10 Booth** (includes one 6' skirted table & two chairs)

☐ Chamber Members \$ 400.00

☐ Non-Profit Chamber Members \$ 200.00

**Extras:** (Quantity)

☐ Electrical Outlets 110 Volts \_\_\_\_\_ x \$ 45.00

☐ Electrical Outlets 220 Volts \_\_\_\_\_ x \$ 50.00

☐ Kick-off Luncheon  
with John P. Surma, Chairman & CEO,  
United States Steel Corporation \_\_\_\_\_ x \$ 25.00

**TOTAL =** \_\_\_\_\_

#### Sponsorship Opportunities:

**See the Attached Page for Details of Sponsorship Opportunities.**

☐ Presenting Sponsor **SOLD OUT** \$ 5,000.00

☐ Platinum Sponsor **SOLD OUT** \$ 3,500.00

☐ Gold Sponsor \$ 2,500.00

☐ Workshop Sponsor **SOLD OUT** \$ 2,000.00

☐ Apparel Sponsor **SOLD OUT** \$ 2,000.00

☐ Silver Sponsor \$ 1,000.00

☐ Bronze Sponsor \$ 300.00

**TOTAL =** \_\_\_\_\_

#### Payment Information:

**TOTAL AMOUNT =** \_\_\_\_\_

**Payment Type:**

☐ Check Enclosed (payable to CBICC)

\*\*If you'd like to pay with a credit card, please call 814-234-1829.

For your protection, we ask that you do not fax or email your credit card information. Thank you!

**FULL PAYMENT IS REQUIRED and must accompany the registration form to reserve booth space.**  
Booth reservation will not be final without payment in full.

**Cancellation Policy:** Must be received in writing and will be effective on the date received at the CBICC office. Cancellations by Sept. 17 receive a full refund. Cancellations Sept. 18 - Oct. 15 receive a refund minus \$100 administrative fee. Cancellations after Oct. 15, 2010 receive NO REFUND & PAYMENT IN FULL IS STILL OBLIGATED.

PLEASE RETURN REGISTRATION FORM & PAYMENT TO: CHAMBER OF BUSINESS & INDUSTRY OF CENTRE COUNTY 200 INNOVATION BLVD.,  
SUITE 150, STATE COLLEGE PA 16803 OR: FAX FORM TO: (814) 234-5869



# 2010 CENTRAL PENNSYLVANIA REGIONAL BUSINESS & INDUSTRY EXPO

## OFFICIAL REGULATIONS & CONDITIONS

**1. CONTRACT FOR SPACE.** By submitting an application for exhibit space, the applicant releases the Chamber of Business & Industry of Centre County (CBICC) from any and all liabilities to applicant, its agents, licensees, or employees that may arise or be asserted as a result of submission of an application or of participation in this exhibit. CBICC determines the eligibility of any company or product for exhibit. Acceptance of an application does not imply endorsement by CBICC of the applicant's products or services, nor does rejection imply lack of merit or same. The application for space (when endorsed by CBICC with notice of space assignment) constitutes a contract for the right to use the space.

**2. DISPLAY REQUIREMENTS.** Under no circumstances shall an Exhibitor display any goods other than those manufactured or sold by the Exhibitor in its regular course of business, provided, however, that an Exhibitor may use products from another entity to enhance the aesthetic appeal of its display. The CBICC reserves the right, in its sole discretion, to reject for any reason any display material used by an Exhibitor and to require an Exhibitor to remove the same from the Exhibitor's booth. All decorative materials must be made of inflammable materials and may not be attached to any part of the building.

The booth constructed by the Exhibitor may be extended out no more than eight (8) feet from the rear of the booth space assigned to the Exhibitor, and the Exhibitor's display must not obstruct the view of other exhibits or signage or disrupt the general harmony of the show.

All exhibits, interviews, demonstrations, distribution of literature and other activity must be conducted within the Exhibitor's booth. Under no circumstances shall the Exhibitor conduct any activity in any aisle.

No explosives or open flames are permitted.

There shall be no controlled substances in any area of the Bryce Jordan Center. Smoking is prohibited.

**3. ARRANGEMENTS OF EXHIBITS.** The space provided will be shown on the floor plan insofar as possible, but CBICC reserves the right to make changes at any time in the location, size and display limits of any booth if this is in the best overall interest of the show.

It shall be the responsibility of each exhibitor wishing to modify the draped backs and sides as provided, to coordinate such plans with the CBICC and neighboring exhibitors. Exhibits may not project beyond the space allotted in any dimension (width, depth, height) or interfere with traffic to exhibits of others. Safety laws require that exhibits be kept out of or from extending into aisles.

**4. NOISE ABATEMENT POLICY.** A noise level that is not prohibitive to conducting business will be enforced on the exhibit floor. Exhibitors demonstrating audio equipment of any type in an open display should use a sound chamber or an acoustically contained area to restrict sound levels from intruding on adjacent exhibits. Demonstrations found to be objectionable due to noise level or inappropriate in content will be closed down on the third warning. Exhibitors are responsible for supervising the actions of all visitors and employees operating display equipment located in their exhibit area.

**5. CONDUCT.** Exhibitors operating sound motion picture equipment, record players, loudspeakers or any other noise-creating devices shall do so only at a level which will not interfere with other exhibitors, or CBICC may require discontinuance of their use. All demonstrations, interviews or other exhibit activities must be conducted so as not to infringe on the rights of other exhibitors or offend visitors to the exhibit. No undignified manner of attracting attention will be permitted.

**6. SOUVENIRS AND SAMPLES.** Distribution of souvenirs and samples is permitted provided there is no interference with other exhibits. CBICC may withhold or withdraw permission to distribute souvenirs, advertising or any other material it considers objectionable.

**7. FOOD & BEVERAGE.** Non-food exhibitors are prohibited from providing any food or beverage samples. Sale or distribution of food and beverage is prohibited. Exhibitors whose main business is food related may provide small samples of their product. Written approval by the CBICC is required to provide any food or beverage distribution. Alcohol is not permitted.

**8. POLICY ON SELLING.** Over-the-counter sales (i.e., cash, check and/or credit cards) are not permitted. Only bona fide business orders for future delivery may be taken.

**9. LIABILITY AND INSURANCE.** The Exhibitor and its authorized contractors agree to carry personal and property damage liability and worker's compensation insurance and to indemnify and hold harmless the CBICC, the exhibit facility and their contractors, officers and agents and employees against all claims, losses suits, damages, judgments, expenses, costs, and charges of every kind, including attorney fees resulting from its occupancy of the exhibit space contracted for by reason of personal injuries, death or property damages sustained by any person or others.

**10. RESPONSIBILITY OF PROPERTY.** In no case will CBICC be responsible for theft, loss or damage to exhibitor's product or booth. Exhibitor agrees that it is wholly responsible for protecting its property on and off Expo premises. Exhibitors are encouraged to be protected and property should be insured from the time it leaves the warehouses until it returns.

**11. EXHIBIT CONSTRUCTION, DECORATION, SIGNS, ETC.** Banners with grommets may be hung from or attached to the pipe & drape backing or sides. CBICC will provide hooks that can be used. No nails, staples, hooks, tacks or screws or any alterations of the licensed space of any kind are permitted. Exhibitors are solely responsible for the safety of their exhibits. The Exhibitor and its display company remain solely liable for the safety of their exhibit. Exhibitors will not deface, damage or permit the defacement or damage of the licensed space by its employees, contractors, agents, patrons or guests. Exhibitors must comply with all regulations published by CBICC, laws, regulations, and ordinances in force in the exhibit facility, the city, state and U.S.

**12. FLOOR PLANS.** CBICC publishes floor plans that are provided by the exhibit facility and are believed to be correct.

**13. AMERICANS WITH DISABILITIES ACT.** Exhibitors must be in full compliance with The Americans with Disabilities Act.

**14. SHARED SPACE / DIRECTORY LISTING.** Only the name of the Exhibitor, which appears upon the face of this contract, may be placed in the booth and in the Expo's printed list of Exhibitors. It is further agreed that the Exhibitor shall not assign, share or sublet any part of its exhibit space. As a service to Exhibitors, CBICC will identify each Exhibitor (who completes the necessary directory listing form) in the official directory; however, CBICC will incur no liability for any errors, omissions or format changes in the directory.

**15. SHOW HOURS.** The Exhibitor agrees to have its booth staffed at all times during the designated hours of the show, which are 1:30 to 6:30 p.m.

**16. DISPLAY SET UP AND REMOVAL.** The Exhibitor will be advised of its move-in time and specific times will be designated for vehicle unloading. All Exhibitors must abide by the schedule established by CBICC. Material or equipment that, because of weight, could cause damage to the floors, shall not be dragged, skidded or rolled over the floors. Any such material or equipment shall be carried or moved on wheels and such other precautions as are reasonable and necessary shall be taken by the Exhibitor. Exhibitors shall comply with all rules, procedures and directions issued by CBICC personnel. All booths must be completely set-up no later than 11:00 a.m.

No part of any display may be removed from the premises until the completion of the Expo at 6:30 p.m. All materials must be removed and the exhibit hall restored to its original condition by 9:00 p.m. the evening of the Expo.

**17. CANCELLATION POLICY.** Cancellations must be received in writing. Cancellation by September 17, 2010 will receive a full-refund. Cancellation from September 18 through October 15, 2010 will receive refund minus \$100.00 administrative fee. Cancellation deadline is October 15, 2010. After this date NO REFUND & PAYMENT IN FULL is still obligated.

**18. AMENDMENTS.** CBICC shall have full power to make or amend these rules.

### 2010 Central Pennsylvania Regional Business & Industry Expo Official Regulations & Conditions Agreement Approval

By signing this document you are saying you have read and agree with the terms of the Official Rules & Conditions. Please sign and return this agreement with your registration form to the CBICC. Booth reservation will not be final without this executed document.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Date





## Sponsorship Opportunities

### 2010 Central PA Regional Business & Industry Expo

Thursday, November 4 - 1:30 p.m. - 6:30 p.m.

Bryce Jordan Center, State College, PA

#### Presenting Sponsor - SOLD

Investment: \$5,000

The Central Pennsylvania Regional Business & Industry Expo presented by XYZ company

- Sponsorship of Expo Luncheon including:  
Complimentary table of 8 at the luncheon, brochure distribution at the event, introduction of sponsor and opportunity to give overview of sponsor's company or organization (approximately 2-3 minutes), opportunity to introduce speaker, sponsor's name and logo displayed
- 1 - 10' x 10' booth space in a premier location
- Sponsor banner(s) displayed at Expo
- Company name/logo on all promotional and marketing materials including but not limited to: Expo directory, event e-mail, registration materials, print advertising, press releases, Facebook, and Twitter
- Company mention in all media ads
- Right of first refusal for 2011

#### Platinum Sponsor

Investment: \$3,500 & \$3,500

(total of \$7,000) (2 sold; 0 available)

- 1 - 10' x 10' booth space in a premier location
- 4 complimentary seats at the luncheon
- Sponsor banner(s) displayed at Expo
- Company name/logo on all promotional and marketing materials including but not limited to: Expo directory, event e-mail, registration materials, print advertising, press releases, Facebook, and Twitter
- Company mention in all media ads
- Right of first refusal for 2011

#### Gold Sponsor

Investment: \$2,500

- 1 - 10' x 10' booth space
- Sponsor name/logo displayed at Expo
- Company name/logo on all promotional and marketing materials including but not limited to: Expo directory, event e-mail, print advertising, press releases, Facebook, and Twitter
- 2 complimentary seats at luncheon
- Sponsor banner displayed at Event
- Company mention in all media ads
- Right of first refusal for 2011

#### Workshop Sponsor (seminars, workshops, etc.)

Investment: \$2,000 per room (3 sold; 0 available)

- 1 - 10' x 10' booth space
- Sponsor name and logo displayed at Expo
- Company name/logo on promotional and marketing materials including but not limited to: Expo directory, event e-mail, press releases, Facebook, and Twitter
- 2 complimentary seats at the luncheon
- 2-3 minute overview of your company and introduction of speaker/presenter at workshops
- Presentation of one workshop
- Right to distribute literature at the workshops
- Right of first refusal for 2011

#### Apparel Sponsor

Investment: \$2,000

- 1 - 10' x 10' booth space in a premier location
- Sponsor name/logo displayed at Expo
- Company name/logo on all promotional and marketing materials including but not limited to: Expo directory, event e-mail, print advertising, press releases, Facebook, and Twitter
- Sponsor name on apparel worn by staff and volunteers
- Right of first refusal for 2011

#### Silver Sponsor

Investment: \$1,000

- 1 - 10' x 10' booth space in a premier location
- Sponsor name/logo displayed at Expo
- Company name/logo on all promotional and marketing materials including but not limited to: Expo directory, event e-mail, print advertising, press releases, Facebook, and Twitter
- Right of first refusal for 2011

#### Bronze Sponsor

Investment: \$300.00

- Sponsor name/logo displayed at Expo
- Company name/logo on all promotional and marketing materials including but not limited to: Expo directory, event e-mail, print advertising, press releases, Facebook, and Twitter